



# DEFENSE INFORMATION SYSTEMS AGENCY

701 S. COURTHOUSE ROAD  
ARLINGTON, VIRGINIA 22204-2199

IN REPLY  
REFER TO:

Procurement and Logistics (D4)

18 MAR 1998

## MEMORANDUM FOR DISTRIBUTION

SUBJECT: Collection and Use of Past Performance Information

1. The Under Secretary of Defense, Acquisition and Technology (USD(A&T)), has directed that defense components and agencies collect and use contractor past performance information (PPI) in their acquisition programs within the eight business sectors identified by DOD. DISA procurements generally fall within the "Services" and "Information Technology" sectors. Effective 1 February 1998 all new DISA/NCS contracts, orders under General Services Administration (GSA) schedule buys, or Commercial Service Authorizations (CSAs) with a total value of \$1,000,000 (base year plus options) will use a new DISA automated tool to collect PPI.
2. Significant benefits can be achieved by collecting and using PPI history relating to products and services provided by vendors with existing contracts or with whom DISA is considering doing business. Using past performance as an evaluation factor aids in "best value" contract awards and enables us to better predict the quality of, and customer satisfaction with, future work. The PPI process is a mechanism to motivate industry to strive for excellence. It encourages contractors to deliver the same high-quality service to us as is provided to commercial customers.
3. DISA has implemented a World Wide Web-based tool, the Contractor Past Performance Evaluation Tool Kit which is accessible at <http://www.disa.mil/D4/pastdev.htm> to collect PPI. This tool will be used to collect, review, and query contractor PPI as well as to capture contractor comments. The tool, which complies with USD(A&T) PPI policy, will be used for all new contracts over \$1 million in accordance with procedures in the DISA Deskbook.
4. All other DISA contracts subject to the \$1 million threshold will collect PPI using the DISA Form 245 (available in FormFlow) according to DISA PPI Deskbook guidance. The draft guidance is available for comment at <http://www.disa.mil/D4/pastbolt.htm>. The USD(A&T) memorandum is also available at that site. A phased plan will be forthcoming to transition all DISA/NCS contracts to the DISA tool.

FOR THE DIRECTOR:

A. FRANK WHITEHEAD  
Colonel, USA  
Chief of Staff